

The **CHICAGO COUNCIL**
Guide



THE
COMMUNITY COMMITTEE

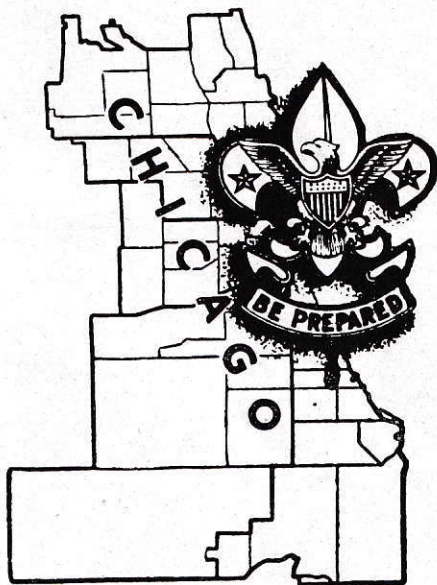


Published by the

CHICAGO COUNCIL
BOY SCOUTS OF AMERICA

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The Community Committee Guide



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BOY SCOUTS OF AMERICA**

9 W. WASHINGTON ST.

CHICAGO 2, ILL.



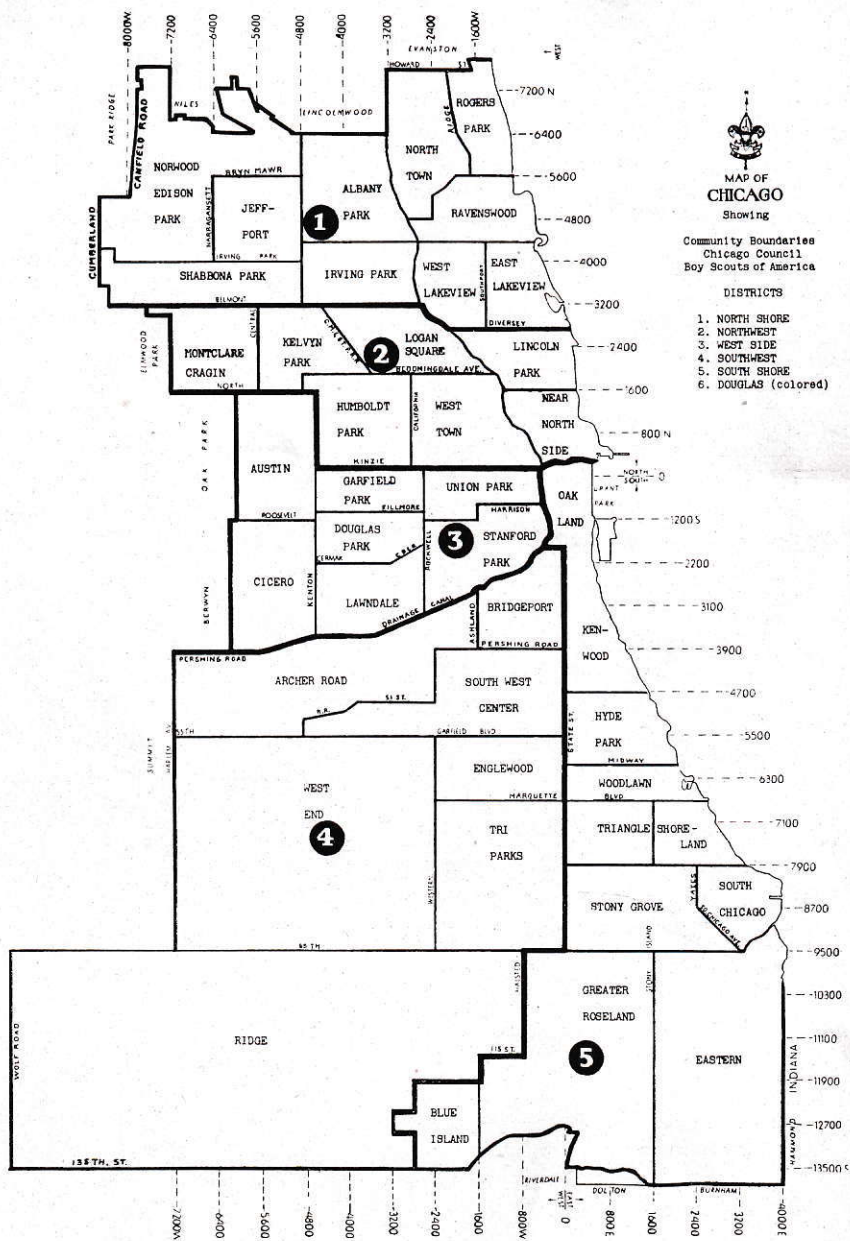
THE SCOUTING TRAIL

This is the Trail that the Scout shall know
Where knightly qualities thrive and grow;
The trail of honor and truth and worth,
And the strength that springs from the
good brown earth;
The trail that Scouts, in their seeking, blaze
Through the toughest tangle, the deepest maze,
Till out of Boyhood the Scout comes straight
To Manhood's splendid and high estate!

Edwin Stanley

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CHICAGO COUNCIL—BOY SCOUTS OF AMERICA

Consists of Council Officers, representatives of sponsoring institutions, District and Community Committeemen and members at large representing various interests in the city.

THE EXECUTIVE BOARD

Consists of Chairman of Board, President, Vice Presidents, Treasurer, Scout Commissioner, Sea Scout Commodore, District Committee Representatives, Chairmen of Committees, Members at Large.

OPERATING COMMITTEES

Advancement
Camping
Activities
Finance
Health and Safety
Leadership Training
Organization and Extension

PLANNING COMMITTEES

Air Scouting
Cubbing
Sea Scouting
Public Relations
Service
Other Special

SCOUT EXECUTIVE AND ASSISTANT

DISTRICT EXECUTIVE

DISTRICT EXECUTIVE COMMITTEE

Composed of the Chairman of the District Executive Committee and Chairmen of District Operating and Planning Committees, Chairmen of Community Committees, District Commissioner, and Members at Large elected by the District. Operating and Planning Committee Chairmen are members of corresponding Council Committees.

OPERATING COMMITTEES

Advancement
Camping
Activities
Finance Campaign
Health and Safety
Leadership Training
Organization and Extension

PLANNING COMMITTEES

Air Scouting
Cubbing
Sea Scouting
Public Relations
Service
Other Special

COMMUNITY COMMISSIONER

ASSISTANT DISTRICT EXECUTIVE

COMMUNITY COMMITTEE

(A Sub-Committee of District Committee)

OPERATING COMMITTEES

Advancement
Camping
Activities
Finance Campaign
Health and Safety
Leadership Training
Organization and Extension

CHAIRMAN

Appointed by District Executive Committee Chairman and responsible only for the functioning of the operating committees within the Community.

SIX OPERATING CHAIRMEN

Appointed by Community Chairman.
Each man is member of corresponding District Operating Committee.

Introduction

This is the second edition of a manual prepared and published several years ago by the District Executives and the Director of Field Service of the Chicago Council.

As this edition goes to press, the benefits of these years of experimentation has made it possible for many men to contribute their experience, their ideas and their well founded convictions. Probably over a thousand men have directly or indirectly contributed some share to the chapters following.

This is a book that will never be finished, no chapter will ever be complete and no edition can ever be final. The Community Committee is not only another step in the development of the Council, but it is also an ever growing and improving method of serving Scout Leaders in a great metropolitan area such as that under the jurisdiction of the Chicago Council.—A.A.K.

THE COMMUNITY COMMITTEE IDEA

"How new is this Community Committee idea?" asked a new man on the Executive Staff.

"Well", replied an oldtimer, "the first Community Committees were set up in the early 1930's!"

Actually, the beginnings of the Community Committee pre-dated 1930 by nearly another fifteen years. The first Board of Review on a Community basis marked the start of community operation.

As the years advanced, the various District Committees copied the pattern of the Advancement Committee and gradually most Communities had one or more men organizing units; they had someone heading up activities, and finance campaigns have been conducted on some type of Community plan almost since the organization of the Districts. Finally, the Community Chairmen were appointed to represent their communities on the District Executive Committees.

"What is the job of the Community Chairman?" someone asked, and no one seemed to know.

And so, after a meeting one night, several members of a District Executive Committee came together to determine the functions of a Community Chairman.

"The Community Chairman" they reported later, "is responsible for the recruiting of capable men to represent his Community and thus to serve on the various District Committees including Advancement, Leadership Training, Organization and Extension, Camping, Activities, and Finance". And a job was defined!

For years this seemed to meet the need. But eventually the number of men in these capacities increased and their opportunities for service became more closely identified with their respective Communities. And a group of men who, in some cases, had been independently serving a Community, came together under the leadership of their representative on the District Executive Committee — their Community Chairman — and the first Community Committee meeting was held.

THE PLACE OF THE COMMUNITY COMMITTEE IN THE CHICAGO COUNCIL

A "Local Council" in the Boy Scouts of America is made up of representatives officially named by the Institutions and Organizations sponsoring Scout units and other public spirited citizens who may never exceed in number those of the first group.

The program of the Boy Scouts of America is brought to the boys of America through this Council group and those whom they delegate. According to function these men fall into three groupings.

1. The Administrative Group
2. The Quality Control Group
3. The Program Group

The first of these is the Executive Board of the Council, whose policies are carried out by and through the District Executive Committees and, in the Chicago Council, the Community Committees. Policies may be suggested by any of these Committees but they do not become operative until approved by the Board.

In the Community, the quality control is in the hands of the Community Commissioner who must be closely related to the Community Committee so as to interpret the policies and program of the Boy Scouts of America; also, so that the needs of the units may be brought to the Community Committee and in turn that the services of the Community Committee may be brought to the units.

Thus the Community Commissioner is a very important person at the meeting of the Community Committee.

All Commissioners receive their appointments from the Scout Executive or others delegated by him and with the approval of the Executive Board and the Scout Commissioner of the Council. They are, indeed, the quality control group.

The work of the Community Committee will largely be only as effective in its service to units as is the work of the Community Commissioner's staff — there must be a co-operative relationship between them.

The third group are the leaders of units and their assistants, Cubmasters, Scoutmasters, Skippers, Squadron Leaders and Post Advisors. They give the program to the boys.

For the purpose of administering the business of the Council, the members, through their delegates, annually elect Officers and an Executive Board who are responsible for determining the policies of the Council in keeping with the Constitution and By-Laws of the National Council, Boy Scouts of America.

In all Councils now, and for many years in the Chicago Council, these policies are carried out and promoted through a District organization under the leadership of the District Chairman and the District Executive Committee which is represented on the Executive Board of the Council.

District Chairmen together with the members of the District Executive Committee, are elected annually by the representatives of the sponsoring Institution and Organizations within the defined limits of the respective Districts. It is the responsibility of the District Chairman to select men who, as members of the District Executive Committee, can and will serve as Chairmen of Operating, Planning and Community Committees.

It is through these men and their Committees that Scout and Cub Leaders are aided in bringing the program of the Boy Scouts of America to as many boys as possible.

In order to make the program most effective the men appointed as Community Chairmen must in turn secure men to serve their respective communities as a Community Committee and on the District Committees of Advancement, Camping and Activities, Finance Campaign, Health and Safety, Organization and Extension and Leadership Training.

In the early '40's, the idea began to take hold in all Districts and with the stimuli of Community pride and Community accomplishments, Training Courses were conducted by Communities; Community Organization teams were organizing Troops; rallies, camp-o-rees, contests and other activities were being planned on a Community level;

and Troops and their leaders were being served by men who knew their needs and this service was rendered close to their own Scout headquarters.

This development brought much needed relief to already overburdened Commissioners and Unit Leaders who for years were graciously accepting too many responsibilities over and above the demands which could rightfully be made of them.

Community operation is not original or unique with Scouting; other civic, recreational and educational movements have served the various communities of Chicago for many years. From the viewpoint of the Boy Scouts of America, the Community as a group in the Chicago Council operates in some respects similarly to that of Districts in other Councils. With no precedent to be guided by and with no Constitutional provision made by the National Council, the Community Committee finds its authority, its limitations and its definition of responsibility in the actions of the Executive Board of the Chicago Council. For several years previous to the publication of this edition an intensive experimentation has been conducted and this serves as the basis for the material on the pages to follow.

THE COMMUNITY COMMITTEE AS A WHOLE

I—The Community Committee is a sub-Committee of the District Executive Committee, from whence it finds its authority. It is an administrative group only as it makes operative the policies agreed upon by the Executive Committee of the District and the Executive Board of the Council.

The Troop, the Senior Unit and the Pack are the basic units in the Boy Scouts of America. All other organization and personnel are justified only in proportion to the service rendered to and motivation of the Troops, the Senior Units and the Packs in the Community. All Community programs must be directed toward the enrichment of the program — advancement, camping, activities — of the individual Unit.

II—The Members of the Community Committee will meet with the other members of that Committee upon the call of the Chairman so as to make effective the whole program of Scouting in their Community.

In all matters relative to the jobs of the respective District Committees in which members of the Community Committee have a share, the Community Committee as a whole should be constantly advised.

As a member of the District Committee, the Community Committee representative must meet with his respective District Committee upon the call of the District Committee Chairman.

By such an arrangement, Community Committee members keep their District and the Council aware of the Community's progress and needs, and at the same time bring to the Community, for adoption and operation, the program of the District and the Council.

This exchange is especially important in the establishing of objectives by Community, District and Council.

All members of Community Committees should acquaint themselves with the aims, ideals and objectives of Scouting.

III—The Chairman of the Community Committee is appointed by the Chairman of the District Executive Committee and carries out

the duties of his office in the Community in which he serves. All other members of the Community Committee are appointed by the Community Chairman in cooperation with the District Committee Chairman of the respective Committees.

IV—The members of the Community Committee are —

1. Chairman
2. Chairmen of these Operating Committees
 - a. Advancement
 - b. Camping and/or Activities
 - c. Finance Campaign
 - d. Health and Safety
 - e. Leadership Training
 - f. Organization and Extension
3. Members selected for other specific responsibilities.

The Community Commissioner is advisor to the Committee and is the representative of the District Scout Executive and the District Commissioner. He is the liaison officer, through his Neighborhood Commissioners, between the Community Committee and the leaders of the Units.

V—The Community Committee meets regularly on the call of the Chairman, according to the needs of the Community. Toward the close of each year, the Committee will meet with the representatives of all Institutions sponsoring Scout units, at which time a report of progress should be presented and objectives should be reviewed and adopted for the coming year.

The sum total of Community Objectives become the District Objectives and these in turn become the Council Objectives.

VI—The Community Committee serves many purposes and can be measured in its effectiveness by how well it—

1. Is actively represented on the District Executive Committee and on the District Operating Committees;
2. Shares in all Council responsibilities;
3. Holds regularly scheduled meetings;
4. Accepts the responsibility for Cubbing, Scouting and Senior Scouting programs;

5. Maintains consistent membership, growth and tenure in the Community;
6. Conducts an active training program for all leadership;
7. Accepts a fair share in the Council's finance campaign;
8. Has adequate leadership and facilities for the Advancement program;
9. Stimulates an intensive camping program for all Troops;
10. Stimulates an active participation in cruising program for all Sea Scout Ships;
11. Operates a sound Health and Safety program in all units and in all activities;
12. Sells Scouting in desirable fashion to the Community.

The Community Committee does not have the right to sponsor a Troop of Scouts. That privilege is granted only by charter to those Institutions which agree to certain Scouting principles. The Boy Scouts of America by means of this charter gives to the Institution the privilege of conducting Scouting under its own adult leadership, for its own boys and their friends, and within the scope of the Institution's own policies.

Because of this fact, Scouting does not compete with the program of any agency or Institution. Rather the Scouting program adds to the Institution's program.

Each Community has certain needs which are peculiar to itself. It is the function of the Community Committee to adapt the Scouting program to these needs in a way that will make Scouting most effective in the Community in accordance with Council policies.

The Community Committee, functioning as a part of the District Committee, is expected also to see that the full Scouting program is conducted according to a general pattern established by the Council and to accept its share of the responsibility of maintaining good Scouting in the Community.

VII—The members of the Committee operate as a Committee of the whole and individually in their respective responsibilities. All programs of each phase of Scouting in the Community are subject to the approval of the entire Community Committee and must be within the policies of the Boy Scouts of America, both Local and National.

you should repeat to yourself often—

MR. CHAIRMAN OF THE COMMUNITY

1. "I am a member of my District Executive Committee and am responsible to my District Chairman who appointed me. I must report to him at the regular meetings of his Committee.

2. "I will call and conduct regular meetings of my Community Committee. In co-operation with the Chairman of the various Operating Committees of the District, I will appoint capable men on my Committee. In this my guiding principle is: 'One man—one job!'

3. "I am responsible for the Administration of Scouting in my Community.

4. "I have the responsibility of selecting, stimulating and co-ordinating the personnel of my Committee to effective action. Each of the regular members of my Committee will outline the program for his phase of Scouting in our Community. These programs must really point ways to accomplishing objectives we agree upon, and the sum total of these objectives will become the objective of our Community.

5. "I must represent Scouting in all Community affairs. I know it is very important that a survey of our Community must be made showing agencies, organizations, associations and Institutions with whom we can create an exchange of service and ideas to the mutual advantage of our Community.

6. "I will advise the District Executive Committee of the needs and progress of our Community and bring back from the District Committee policies and programs to be operated in our Community.

7. "I will become acquainted with the responsibilities of the members of my Committee and with the responsibilities of the Committee as a whole."

(See Page 27 for further suggestions)



you can well say to yourself, and often—

MR. CHAIRMAN OF ADVANCEMENT

1. "I will school the Community Committee to recognize the four phases of Advancement:

- a. Learning c. Reviewing
- b. Examining d. Awarding

2. "I will stimulate, in cooperation with the Commissioners, an advancement program so that all boys will have the satisfaction of achievement in Scouting, Senior Scouting and Cubbing.

"This means I must:

- a. Keep adequate records of advancement made by Troops, Senior Units and Packs;
- b. Keep Commissioners informed of Troops, Senior Units and Packs making no Advancement.

3. "I will secure sufficient men and facilities to maintain a Board

of Review adequate to satisfy the demands of the Scouts in my Community as long as these are necessary.

"This means I must:

- a. Advise with Troop Leaders and recommend action concerning permission for a Troop wishing to carry out the Advancement Plan;
 - b. Secure an appropriate location for a Board of Review;
 - c. Be responsible for the conduct of a monthly Board of Review on a prearranged schedule;
 - d. Report results of the Board of Review promptly to the Record Service in the Chicago Council office;
4. "I will, through the Commissioners, encourage Troops to conduct Troop Courts of Honor so as to make certain that all Scouts receive the proper recognition for advancement made.
5. "I will submit to the District Advancement Committee for recommendation, Scouts who have qualified for Honor Medals or other such awards.
6. "I can assist Troop leaders by making a list of specialized help for the learning phase.
7. "I am responsible for the securing of approved Merit Badge Counselors for the various Merit Badges as may be determined by the desires of Scouts to qualify for Merit Badges.

"This means I must:

- a. Train and supervise Merit Badge Counselors.
 - b. Make certain that an annually revised list of Merit Badge Counselors is released to every Troop and Senior Unit.
8. "I will see to it that the Advancement program is effectively promoted in such a way that it will contribute to each Scout's Character Development and Citizenship Training."



say the following over and over to yourself—

MR. CHAIRMAN OF CAMPING

1. "I will promote attendance at all approved Council Camps. These Camps are listed under these headings.

a. Summer Camps

I. Council Conducted

Camp Beard	Camp Belnap	Camp Stuart
Camp West	Camp Pioneer	Camp Wilderness

at Owasippe, Michigan

Camp Kiwanis at Willow Springs, Illinois

Victory Farm Volunteer Camp at Camp Fort Dearborn

II. Troop Conducted

Lone Troop Camps—Fort Dearborn

Harrison

and other sites selected by Troops
and approved by the Council.

b. Special Troops and Tours, such as

1. Philmont Rocky Mountain Camp, Cimarron, New Mexico
2. Lincoln Trail, Springfield, Illinois
3. Region VII Canoe Camp
4. Roving Camps

c. Year-round (week-end) Camps

1. Kiwanis, Willow Springs, Illinois
2. Fort Dearborn, Higgins Road and Desplaines River
3. Camp Harrison, Torrence Avenue and Michigan City Road
4. Campinland, Ogden Dunes, Indiana

2. "I will review and make recommendations to the Camping Service of the Chicago Council concerning all applications for Lone Troop Camps, and be responsible for the visitation of such camps for which permits have been issued.

3. "I will review with my Committee all applications for summer camp Scholarships, and make the proper recommendations to the Camping Service.

4. "I will promote, in cooperation with the Commissioners and others, a program in the troops stimulating boys to make camping equipment."

(See Page 32 for further suggestions)



repeat these, too—

MR. CHAIRMAN OF ACTIVITIES

1. "I am responsible for planning and carrying out such activities as affect only the troops in my Community—such activities might include Camp-o-rees, Indoor Rallies, Mobilizations, Merit Badge Shows, etc.

2. "I am responsible for the development and promotion, in my Community, of the Annual Council program of Special Events which might include Circuses, Merit Badge Shows, Scout Week Celebrations, Jamborees, and Cub Hobby Shows, Handicraft exhibits and picnics.

3. "I will study civic service opportunities for Scouts in the Community, and promote the participation of Scouts in such Community and National services as the District Executive Committee and the Council Executive Board may approve.

4. "I will review and certify all proper requests for Scout participation in affairs conducted in the Community.

(See Page 33 for further suggestions)

these are your lines, few, but very important—

MR. CHAIRMAN OF FINANCE CAMPAIGN

1. "I will set the objectives for the Finance Campaign and create the organization necessary to attain them after carefully studying the needs and the possibilities of my Community.

2. "I will, with the aid of my Community Committee, make a survey of our Community, locating the residential, business and industrial sections and special groups and I will determine strategic areas in which the Campaign should be concentrated and teams of workers located.

3. "I will create an organization to carry out the annual Finance Campaign.

"I know this means:

- Listing prospective contributors sufficient to supplement the present list in order to raise the amount of money necessary;
- Enthusing the Captains and Workers and assisting them where possible to complete successfully the drive within the period set;
- Augmenting the National and Local Council publicity by bringing as much local material as possible to the newspapers, clubs and churches."

(See Page 36 for further suggestions)

ANNUAL FINANCE CAMPAIGN

SERIAL NUMBER 1945	LAST SUBSCRIPTION YEAR _____ SECURED BY _____ 1945 SUBSCRIPTION SECURED BY _____	MEMORANDUM OF PLEDGE 1945 THIS IS TO SHOW THAT I HAVE MADE A SUBSCRIPTION TO THE CHICAGO COUNCIL BOY SCOUTS OF AMERICA OF \$ _____ PAID \$ _____ DATE _____ BY _____
IN CONSIDERATION OF THE SUBSCRIPTIONS OF OTHERS I PROMISE TO PAY THE SUM OF _____ DOLLARS _____ CENTS TO THE CHICAGO COUNCIL BOY SCOUTS OF AMERICA 9 WEST WASHINGTON STREET CHICAGO 2, ILLINOIS AMOUNT PAID HEREWITH \$ _____ BALANCE PAYABLE _____		
SIGNATURE _____ ADDRESS _____		

FROM AUDITORIAL USE - DO NOT WRITE
 THIS IS NOT A RECEIPT. A FORMAL RECEIPT WILL BE MAILED AS SOON AS PAYMENT HAS BEEN RECEIVED AT THE COUNCIL OFFICE. THIS GIFT IS ALLOWABLE AS AN INCOME TAX DEDUCTION.

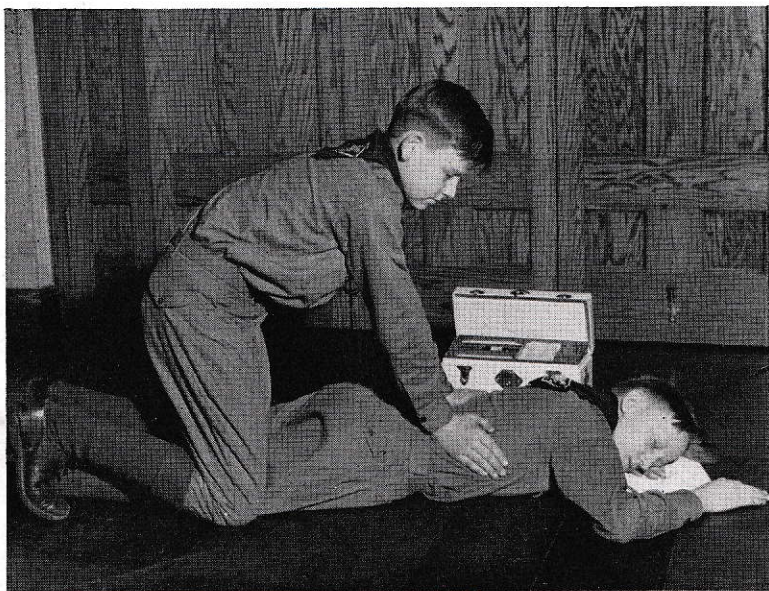
WORKER'S

BUCKET KIT

This Kit prepared for

Name _____

Address _____



by learning and doing these things, you can help—

MR. CHAIRMAN OF HEALTH AND SAFETY

1. "I am responsible for the advance reviewing of all planned activities of the Community with a view of making such recommendations as may be necessary to better safeguard and promote the good health and safety of the members of the Boy Scouts of America, as they may be related to any programmed activity. I will develop and promote adequate plans for the protection of the health and safety of boys and leaders in all places where they officially gather.

"In carrying out the foregoing, I must:

- a. Inspect meeting places, camps, transportation equipment, and boats used for all purposes, and recommend improvements where necessary;
- b. Encourage medical examinations for new Scouts while yet in the Tenderfoot rank, and all Leaders and Scouts attending Camp, for the purpose of limiting physical activities where necessary and determining remediable defects;

- c. Train Leaders in the practice of Health and Safety in all Cub and Scout activities;
- d. Investigate all serious accidents and cases of serious illness occurring while these groups are participating in their programs;
2. "I will promote a procedure for:
 - a. Training Cubs, Scouts and Senior Scouts in safety skills;
 - b. Disseminating health knowledge through such means as activities, visual education, publications and brief discussion;
 - c. Interesting parents in the correction of remediable physical defects of their sons.
3. "I will develop, with the Organization and Extension Committee, one or more units of Senior Scouts to be known as Emergency Service Corps, which will function in the events of minor or major disasters within the Community — this to be done in cooperation with the American Red Cross, and in accordance with the plan outlined by the National Council, Boy Scouts of America.
4. "I will, in conjunction with the Training Committee, train Leaders in First Aid.
5. "I will, in cooperation with the Activities Committee, urge my Community to participate in the annual Mid-West First Aid-o-Ree and assist in the conducting of it.
6. "I will, in cooperation with the Organization Committee, encourage the full Health and Safety program for all boys, through medical examinations.
7. "I will give aid to other Committees from time to time, in order to make the work of my Health and Safety Committee a well integrated part of other Committees by advising the Community on all matters pertaining to the Health and Safety of Cubs, Scouts and Senior Scouts on all planned activities within the Community.
8. "I will make an inspection of every Cub and Scout meeting room in the various institutions in cooperation with the authorities of these Institutions. I will use the Troop Meeting Place Inspection Form, filling out one for the institution, one for the Chicago Council Office, and one for a Community record."

(See Page 39 for further suggestions)



that leaders may learn, you should memorize these first—

MR. CHAIRMAN OF LEADERSHIP TRAINING

1. "I will review the Training status of Leaders, and with the cooperation of my District Leadership Training Committee and my Community Committee, plan and see to it that Leadership Training courses in Cubbing, Scouting and all other subjects be presented on a Community, District or Council basis.

2. "I will promote attendance in all courses.

3. "I will select and organize Faculties and Staffs for Courses conducted in the Community.

4. "I will see to it that Scoutmasters' Keys, Skippers' Keys and Scouters' Training Awards are presented at suitable occasions.

5. "I will evaluate the effectiveness of past Leadership Training in terms of leaders reached by formal courses and by informal methods, and what effect such training has had upon their success. In view of such an analysis, I will offer for consideration by the District Leadership Training Committee, recommendations for further developing the Leadership Training Program."

(See Page 41 for further suggestions)



thousands of boys want you to learn and do these things—

MR. CHAIRMAN OF ORGANIZATION AND EXTENSION

1. "I will accept the responsibility in my Community of making Scouting available to more boys in keeping with the Local and National Council policies.

2. "I will increase the opportunities for boys of my Community to join a Scout Troop, a Cub Pack or a Senior Scout Unit.

3. "I will study the survey of Institutions and Organizations in my Community not at present sponsoring a Cub or a Scout Unit. This survey has been established and is maintained by my District Organization and Extension Chairman and the Executive Staff.

4. "I will recruit associates sufficient in number to serve Institutions not sponsoring a Scout Unit and which the Community Committee feels should be approached with the view of selling them.

5. "I will plan a program of cultivation and friendly relations with these prospective sponsors, selecting them according to boy needs of the Community. I know this involves learning some of the policies

and procedures of the prospective sponsor which are varied — with the help of my Community Chairman and my District Organization and Extension Committee. Then I will acquaint myself with the key man or men through whom entry is gained. (Note: In the case of Senior Units and Cub Packs, special teams — District or Community, determined by the District Organization and Extension Committee — are formed and work exclusively in these fields.)

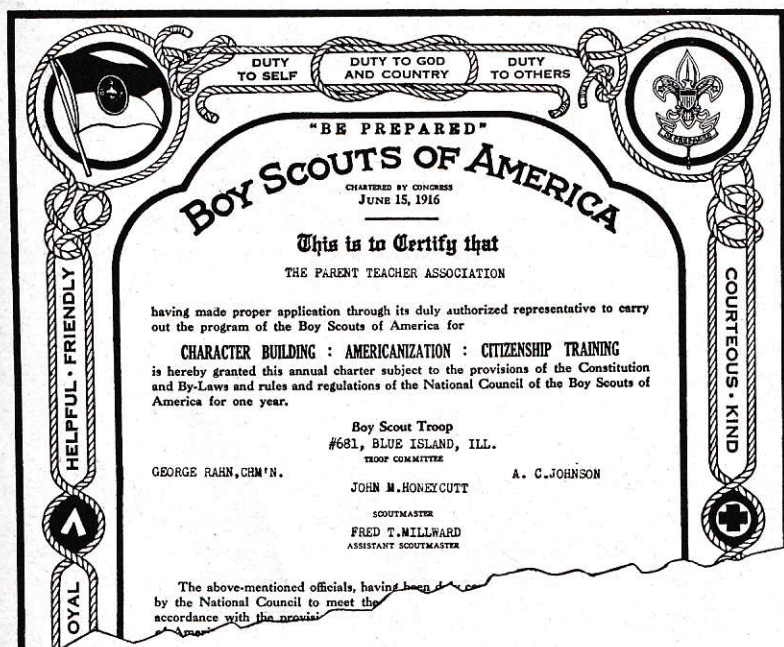
6. "I will organize Troops according to the steps as outlined by the Council Committee on Organization and Extension.

7. "I will cooperate with the Commissioners' Staff on the annual registration of all units.

8. "I will accept the responsibility, upon request from the Community Commissioner of reorganizing weak units, when the Commissioner feels he is no longer able to render effective service."

Note: These (7 and 8) demand close cooperation at all times between the Community Organization Chairman and the Community Commissioner.

(See Page 44 for further suggestions)



SUGGESTIONS FOR CARRYING OUT THE RESPONSIBILITIES OF THE COMMUNITY CHAIRMAN

1. The report (usually monthly) to the District Chairman should include such items as:

a. Personnel — is the Community Committee complete as outlined? Do you need assistance? Is each man on the Committee carrying out his responsibilities?

b. Accomplishments — In Advancement, in Camping and Activities, in the Finance Campaign, in Health and Safety, in Organization and Extension (new and dropped units), in Leadership Training.

Not all of these would be included every time, but as season and program warrants.

c. Membership — Comparing the status of your Community to date with a year ago and as of January 1. (These figures are available through your District office).

2. Regular, concise, business-like meetings of the Community Committee have far reaching effects on the morale and progress of your Community. (The opposite is more than equally true.)

A Suggested Agenda for a Community Committee Meeting

1. Minutes of previous meeting (notice especially unfinished business)

2. Reports by Chairman of

Advancement

Camping and Activities

Finance Campaign

Health and Safety

Organization and Extension

Training

and the Assistant District Commissioner

Others on special assignments.

These should cover accomplishments in your Community and also the latest action taken by and in District Operating Committees. Also on programs being promoted Nationally and Locally.

3. Plans for coming month (or more) by each Committee, especially those involved in seasonal activity.
4. Recommendations
 - a. For action by the Committee as a whole
 - b. To the District Committees.
5. Other business not covered specifically.
6. Summary by the Community Chairman of
 - a. Action taken by and in the District Executive Committee;
 - b. Important action taken in this meeting of the Community Committee;
 - c. Objectives immediately ahead;
 - d. An expression of appreciation.

All of these items would not be included each time, but season and program will largely dictate what to include. It is important that you carefully prepare a detailed agenda in advance.

3. What is accomplished for the Scouts in the Communities in Chicago is what Chicago as a Council does for Scouts. You are the Leader of one of these Communities — *your* Community!

4. Always select the man for the job — the job is well defined — get the right man. Get one who has no other job (except, possibly, that of Troop Committee or Merit Badge Counselor) in Scouting. Your slogan must be "One man, One job."

Some suggestions for these selections follow:

- a. An ADVANCEMENT Chairman should have a broad acquaintance with Scouting techniques or be able to surround himself with such men so that they can assist Troop Committees and Leaders in the advancement program; he must be an organizer; he must be able to evaluate from an educational standpoint; he must be able to appreciate that the "program" of Scouting is a means to Character Building and Citizenship Training and that *the* objective is not the amassing of technical knowledge.
- b. A CAMPING and/or ACTIVITIES Chairman must be a man who has a liking for boy activity and an appreciation of the out-of-doors; one with vision, organization ability, business acumen, initiative and originality, and appreciation of others'

efforts. You will find him in Civic Clubs, business men's associations, in Church work, in big industries, in utilities and public service.

- c. A FINANCE CAMPAIGN Chairman should be a man known in his Community for his prestige and financial standing; one who knows others who are capable of soliciting funds; one who has organization ability; one who is a reasonably substantial contributor himself; a man of personal integrity and vision, who himself will work at the job.

You will find him in banking institutions, in industry, in insurance and bonds, among retired financiers and many among friends of Scout Leaders.

- d. A HEALTH AND SAFETY Chairman must be a combination of the visionary and the practical man; he must be one whose contacts are important among men in the field of health and safety; he must be a diplomat, and the acme of co-operation and leadership.

You will find him in safety work in industry, in public service, in insurance education, in schools and in medical circles.

- e. An ORGANIZATION AND EXTENSION Chairman must be a salesman, a promoter, a man of executive ability, having persistence, tact, tolerance and an ability to conform with established policies and procedures of both the Boy Scouts of America and the Institutions and Organizations which he contacts.

You will find him, among top-flight salesmen, realtors, Churchmen, public relations men and Troop Committeemen.

- f. A LEADERSHIP TRAINING Chairman needs to have an educator's insight, an appreciation of techniques, the ability to organize and inspire, and an unusual knack for follow-through.

You will find him among former Scout Leaders, school administrators, personnel men in business, church workers, trainers in industry and in the government, and in clubs and associations.

The programs for each of these must be so constructed as to lead to the attainment of their respective objectives. These must be built upon past records and past experience.

For example —

- a. The ADVANCEMENT Chairman should know the Scout enrollment by rank, i.e. how many Tenderfoot, Second Class and First Class Scouts there are in his Community. He can then suggest objectives in advancement in all ranks and direct Leaders toward more advancement and achievement.
- b. The CAMPING and/or ACTIVITIES Chairman can promote camping, both year-round and summer, by learning which troops are weak in this phase of the program and then govern his efforts accordingly. He should also review activities and civic service so as to choose and promote the right kind and number.
- c. The FINANCE CAMPAIGN Chairman, studying the Community's potential and its past performance, can determine an objective in the number of contributors, solicitors, and as a result of these, the amount of money which should be your Community's objective.
- d. The HEALTH AND SAFETY Chairman must first study how he can aid the Commissioners, the Advancement, the Camping and/or Activities, the Organization and Extension, and the Leadership Training Committees. By studying the needs of your Community, relative to Health and Safety, and how through these groups he can best serve, he can then plan a complete program of his own.
- e. The ORGANIZATION AND EXTENSION Chairman must study the Institutional Survey of organizations and Institutions not sponsoring Scouting — then select those whom he feels it is most advantageous to approach from the viewpoint either of need for Scouting because of few Troops in the area or because of "leads" on Institutions more easily sold. This will establish for him an objective in new units; by studying those sponsors whose success and management warrants it, he can then decide on those which should be approached to extend

the program to include Cubbing or Senior Scouting or both. Upon the request of the Commissioners, he will also take over the re-organization of weak or dropped units. The total of these three factors will give him his complete objective in Organization and Extension.

- f. The LEADERSHIP TRAINING Chairman needs to study from his survey of trained and untrained leaders, the training needs of the Community and then set up courses, staff and faculty for courses to be conducted within the Community. He should also promote the attendance of leaders at District and Council conducted courses. His ultimate objective is to have every leader complete the basic training and all units to have leaders in Camping, Health and Safety and First Aid.

As Chairman of the Community, you must evaluate those programs and attempt to co-ordinate them so as to reduce to a minimum, conflict in effort and schedule.

5. In order to better know how Scouting can serve your Community and become a known, respected and integral part of the life of the Community, study should be made. This will assist your efforts in making Scouting more effective and will make Scouting a more important activity in the development of the Community. Such a study should be a compilation of facts including:

- | | |
|--------------------------------|-------------------------|
| a. Boundaries of the Community | f. Industries |
| b. History of the area | g. Recreation |
| c. Population | h. Libraries |
| d. Nationalities | i. Churches |
| e. Organizations | j. The leading Citizens |
| Civic Social | k. The economic status. |
| Cultural Political | |
| Youth Community | |
| Business | |

6. In your relations with the District Executive Committee, keep in mind that it is a two-way exchange and that your Community progresses as does the District and vice-versa.

SUGGESTIONS FOR CARRYING OUT THE RESPONSIBILITIES OF THE CHAIRMAN OF CAMPING AND/OR ACTIVITIES.

Year 'Round Camping

The use of the year-'round Camps must be promoted, especially among the new Leaders who might not know about the facilities available. An adequate year-'round program of Camping in each Troop should be your greatest concern.

One of the most attractive features of Scouting, to the boy, is the outdoor program. Every Troop should be encouraged to lay out a year-'round program of outdoor activities. These activities should include day and overnight hikes, on a troop and patrol basis. Nothing you can do will insure greater returns to the Troop than to assist in making such a program operative in the Troop.

One of your biggest problems is to provide camping equipment for the Scouts who want to go camping. This problem can be solved in most cases by the Scouts making their own equipment, such as cooking gear, tents, sleeping bags, etc. Assistance should be given each Troop in setting up such a program within the Troop. Not only does this develop skills in the boy, but also increases his desire to go Camping in order to use the equipment he has made.

Summer Camping

Early in the year you will develop and present to the Community Committee a plan for recruiting Scouts for Summer Camp. In this you will be assisted by literature and application forms prepared and furnished by the Camping Service.

Shortly after the first of the year, you should determine what troops are planning or expect to plan Lone Troop Camps. You should aid these Troops in selecting sites, planning programs, securing equipment, arranging for transportation, etc. This may be done personally through the Scoutmasters who have had Lone Troop Camp experience, by Commissioners, with literature from the Camping Service and other sources. It will be necessary to call in the Health and Safety representative and the Advancement representative on the Community Committee to assist these Troops in setting up a suitable Camp Program.

The Troops should fill out a regular Lone Troop Camp Application to be reviewed and passed on to the Camping Service with recommendations. When the troop is in Camp, it is your responsibility to see that it is visited by a properly accredited member of your Committee. This visit should be made with a representative of the Health and Safety Committee.

There is a limited budget available to assist boys in attending our summer camp — Kiwanis — located at Willow Springs, Illinois. Application for assistance through this fund is made for the Scout by the Scoutmaster. It is your duty to review this application carefully and make the proper recommendations to the Camping Service.

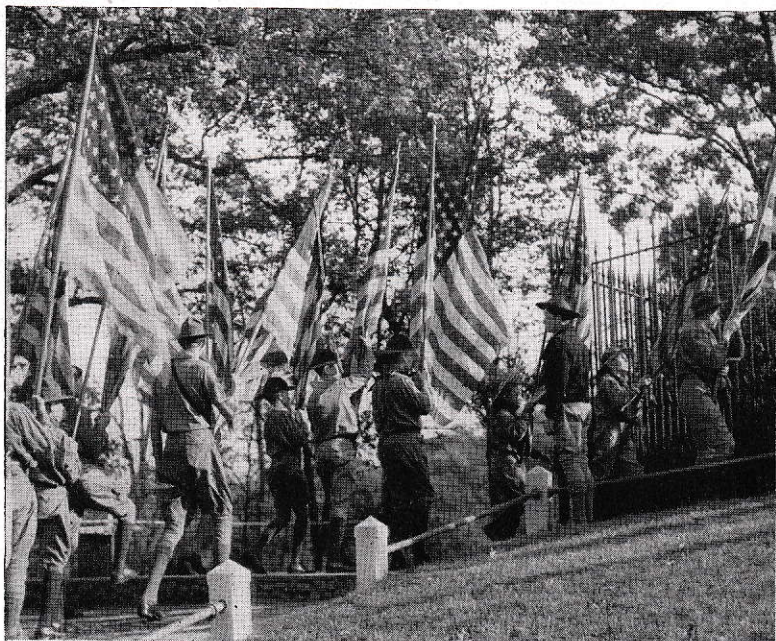
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Activities which affect the troops in your Community should be planned in cooperation with the Commissioners and the Scoutleaders' groups. Such a program should seek to develop the program of Scouting in the troop. These activities should be carefully planned and carried out as planned.

The job here is to secure participation of the units in your Community in these events. Some will require taking the Scouts out of the Community. In these cases the matter of transportation should be checked and the appearance of the Troops should be up to accepted standards. An enthusiastic support for all Council and District activities assures a high morale in the Community.

One of your most important jobs is Civic Service. Many people's idea of Scouting is based on what they see of Scouts as they participate in Community affairs. Not only that, but it is our duty to see that Scouts participate in the right kind of Civic affairs. It is an important part of their training. Your job is to seek out the right kind of Civic Service opportunities and then see that when Scouts do participate, they do a good job.

All sorts of organizations are seeking the aid of Scouts. Most of these are worthy and some are not. Not only is it bad experience for the boy when he participates in the wrong kind of an activity, but the entire Scouting movement suffers. Requests for Scout participation should be investigated carefully. This will cut to a minimum any criticism from our own organization and also from others.



SUGGESTED YEARLY PROGRAM OF CAMPING AND/OR ACTIVITIES

January

1. Check troops not using Camp Savings Fund cards and promote use of same through Commissioners, Bulletins and personal contacts.
2. Set up schedule of camp trips for leaders who have never been to Camp.
3. Set up dates and places of First Aid Meets (in cooperation with the Health and Safety Committee).
4. Encourage Scout Week Window Displays.

February

1. First Aid Meets (in cooperation with the Health and Safety Committee).
2. Scout Week Window Displays.

3. Check Troops having little overnight and day camping.
4. Joint Troop meetings celebrating Scout Birthday.

March

1. Secure lists of Troops expecting to do Lone Troop Camping and arrange for someone to visit Scoutmaster and offer assistance in planning the program and selecting the site.
2. Arrange for delivery of Camp Literature.

April

1. Continue training and counseling of Troops doing Lone Troop Camping.
2. Arrange Order of Arrow programs in Troops having little or no Camping.
3. Check Troops needing Scholarship Funds.

May

1. Supervise Memorial Day participation in Community affairs.
2. Set up dates and places for the Community Camp-o-ree.
3. Check Camp registrations and urge, through Commissioners and other sources, additional registrations.

June

1. Make final check on Troops doing Lone Troop Camping and set up a schedule of visitations.
2. Community Camp-o-ree
3. Review Scholarship applications.

July

1. Visit Lone Troop Camps with Health and Safety representative.

August

1. Visit Lone Troop Camps with Health and Safety representative.
2. Meet with District Committee on the District Pow Wow.

September

1. Recruit Troops in Community for the District Pow Wow.
2. Arrange with Advancement Committee for Community Court of Honor.

October

1. Participate in the District Pow Wow.

November

1. Supervise Troops participating in Community Armistice Day Services.
2. Supervise Troops distributing Thanksgiving Day Baskets.
3. Another check on Troops having no day or overnight hikes.

December

1. Prepare year's report of Camping and/or Activities for the Community Committee.
2. Supervise Troops distributing Christmas Baskets.

MECHANICS OF A FINANCE CAMPAIGN**Goal**

The goal is set in light of the Community's ability and previous accomplishments and the total Council need.

Survey

On a map of the Community, the commercial, industrial and residential areas most likely to produce should be spotted.

Prospects

A list of past contributors is available. This list is revised yearly. Membership lists of clubs, mailing lists of substantial business houses, and Scout parents should be used to augment the revised list.

The best prospect list can be developed by each solicitor, listing the names of fifteen people whom he would like to contact. These lists must be checked through the Council office of the Campaign in order to avoid duplication. This will usually leave the solicitor ten or twelve names — the number of prospects necessary. By taking the goal set and dividing it by the average contribution in the Community of the previous years, the number of contributors necessary will be found. Because of refusals, shrinkage, etc., this number should be increased 25%.

Solicitors

If we divide the total number of prospects by ten (the average number of contributors a solicitor will be asked to contact), we will find the number of solicitors needed.

Example: \$1,000. (goal) \div \$5. (average contribution) equals 200 — the number of necessary contributions.
200 plus 25% (allowance for shrinkage) equals 250 prospective contributors.
 $250 \div 10$ (number of contributors a solicitor can contact) equals 25 (the number of solicitors needed for the Campaign,)

Advance Solicitation

A special group should work on a list of those who cannot be effectively contacted by a regular team and this group may work as a District-wide Committee. Team Captains are encouraged to secure, in advance of the Kick-Off, some contributions from previous contributors in order to serve as a stimulus at the Kick-Off Meeting.

Recruiting of Captains and Workers

The Community Campaign Chairman should recruit sufficient Captains, who in turn, will each recruit five more workers to contact the contributors. These Captains should be chosen with the survey in mind, to the end that the shopping centers and industrial groups are represented. These men should have personal contacts that will enable them to recruit teams. Frequently, Civic Clubs such as the Lions, Kiwanis, American Legion Posts, as well as Unit Committeemen and Scout Parents, etc., will help make up teams.

Contacts

The Community Finance Campaign Chairman should contact his Captains daily, and the Captains, in turn, their Workers. In this way, Workers may get additional material, information and encouragement. If the Captains do not pick up the contributions from the Workers frequently, report meetings should be held. Captains and Workers are expected to attend the opening and closing meetings. So that the contributor may get an official receipt at once and his check be cleared, the contribution should go as quickly as possible from the Worker to the Captain, to the Community Finance Campaign Chairman who makes his report to the Campaign Organization daily.

SUGGESTED CAMPAIGN TIME SCHEDULE

The satisfaction and enjoyment which the Workers secure in the Finance Campaign can be greatly increased by adhering to a schedule. If it is long drawn out, enthusiasm wanes. By accomplishing the job quickly and with concerted effort, all will be much happier. The following schedule is set up assuming, for sake of example, that the drive will start on January 24.

By January 1

1. District Finance Chairman secure Community Finance Chairmen.
2. Survey on Community Map.
3. Vice-Chairman secured.
4. Advance gift Chairman secured.
5. Wall chart of Community organization.
6. All Campaign material in hands of Community Finance Campaign Chairmen.

By January 7

1. All Team Captains secured.
2. List of previous contributors checked and names added.
3. Publicity announcing dates of campaign, vice-chairman, etc.
4. Plan Kick-Off Meeting.
5. Advance gift meeting and select cards.

By January 14

1. Team Captains secure all Workers.
2. Invitations sent and program complete on Kick-Off.
3. Stories to local papers.

By January 28

1. Campaign Kick-Off Meeting.
2. Daily check of Captains on progress.
3. Newspaper stories.

From February 1 to 28

1. Continue checking of Captains on progress.
2. Give all assistance and encouragement possible.
3. Where it is deemed wise, call report meetings of Captains and Workers.

4. Check carefully that all cards are being handled.
5. Correlate Finance Drive with Boy Scout Week.
6. Work to "Victory Party" or "Over the Top" affair.

March 1

1. Personal letter of thanks to all Captains.
2. Plan that all prospects are contacted.
3. With the Community Committee, make recommendations for next year and list workers who may become Scouters.

Materials available in the Campaign Office

1. List of previous contributors.
2. List of previous workers and records.
3. Campaign Information.
4. Publicity.

SUGGESTED YEARLY PROGRAM OF HEALTH AND SAFETY

January

1. Lay First Aid plans for District and Community with a plan for promotion.
2. Plan Window Displays or expositions for use during Scout Week on the subject of Health and Safety.
3. Plan Health and Safety Training Course.

February

1. Scout Week Displays:
At least one in each Community on the subject of Health and Safety.
2. Community First Aid Meets:
 - a. Secure qualified judges;
 - b. Secure meeting place;
 - c. Secure Meet Officials.
3. Start Life Saving Program.
4. Conduct Health and Safety Training Course in cooperation with Training Committee.

March

1. Continue Community First Aid Meets.



SUGGESTIONS FOR CARRYING OUT THE RESPONSIBILITIES OF THE LEADERSHIP TRAINING CHAIRMAN

You Should Be Familiar With—

Existing Council Policies and Interpretation on Leadership Training which are, in part, as follows:

A.—Basic Training for leaders shall be as follows:

Cubbing:	Fundamentals Session
	Cubleaders' Training Course
Scouting:	Fundamentals Session
	Scoutmasters' Training Course
Sea Scouting:	Fundamentals Session
	Skippers' Training Course
Explorer Scouting:	Fundamentals Session
	Explorer Leaders' Training Course
Air Scouting:	Fundamentals Session
	Air Scout Leaders' Training Course.

- B.—A fee of one dollar (\$1.) per Course is required for all individuals taking Training — Fundamentals Session excepted.
- C.—The Scoutmaster's Handbook, Cubmaster's Handbook, Skipper's Manual and Air Scout Manual are to be used as the required textbook for these respective Courses.
- D.—All Training Courses conducted must adhere in content and procedure to the outline in the Training Manuals, except as differences, additions or subtractions have been authorized by the Council Leadership Training Committee.
- E.—Basic training is a pre-requisite for the "Advanced Scoutleaders' " Training course.
- F.—Courses most commonly conducted are:

Course	Usually conducted by:
<i>Fundamentals Session</i>	<i>Community or Institution</i>
<i>Cubleaders'</i>	<i>District</i>
<i>Scoutmasters'</i>	<i>Community</i>
<i>Skippers'</i>	<i>District or Council</i>
<i>Advanced Scoutleaders'</i>	<i>District or Council</i>
<i>Troop Camping</i>	<i>District or Council</i>
<i>Health and Safety</i>	<i>Council</i>
<i>First Aid</i>	
<i>(Standard and Advanced)</i>	<i>Council, District or Community</i>
<i>Waterwork (Sea Scouting)</i>	<i>Council</i>
<i>Den Mothers'</i>	<i>District</i>
<i>Air Scout Leaders'</i>	<i>District or Council</i>
<i>Explorer Leaders'</i>	<i>District or Council</i>
<i>Course Leaders' Certificate</i>	<i>Community, District or Council</i>
<i>Specialization Courses</i>	<i>Council</i>

All participants satisfactorily completing a course will receive a pocket size certificate. Upon completion of basic Training, an individual may request a Five Year Training Certificate.

You Should Know That

- A.—For your reference there is available in the Council office a permanent day-to-day Survey of the Training of all Leaders in your Community. This can serve as a basis to schedule courses according to the needs of your Community. This schedule should be presented to the Community Committee for its judgment and

approval. With the help of the Community Commissioner Staff, you can stimulate the attendance of those who need such Training.

B.—The initiative for promoting courses is to be taken by the Community Training Chairman, but help should be secured from members of the Community Committee and Commissioner Staff. Some other methods of promotion may be used as follows:

- a. Direct personal visits by Training Staff members.
- b. Personal letters and literature.
- c. Urging those attending to recruit others.
- d. Items in neighborhood newspapers.
- e. Announcements by Heads of Institutions.
- f. Recruiting by the Organization and Extension Committee of all Leaders in Units recently chartered or men in Institutions contemplating an application for a charter.

C.—The procedure for conducting each course is carefully outlined, in detail, in the Course Leaders' Manual for the course at hand.

D.—Suitable occasions should be developed for the presentation of certificates or awards to Scout and Cub Leaders who qualify. The following suggestions may be helpful:

- a. At Leaders' Meetings
- b. At a graduation ceremony at the conclusion of each course.
- c. At District Annual Meetings
- d. At Unit Parents' Nights or Annual Meetings
- e. At a special meeting of the Community Committee.
- f. At Pow Wows.

E.—In evaluating the effectiveness of Training, the Survey, a comparison of trained leaders with untrained leaders, and the following facts which may be obtained from the Commissioners, should be taken into consideration.

- a. Tenure of Scouts, Cubs or Sea Scouts.
- b. Attendance of Scouts, Cubs or Sea Scouts at meetings.
- c. Use of Patrol, Crew or Den Methods.
- d. Average tenure of trained leaders as compared with untrained leaders.
- e. Comparison of new units with trained leaders with new units with untrained leaders.

PROCEDURE FOR ORGANIZING NEW UNITS

"Scouting is a game for boys under the leadership of boys with wise guidance and counsel of a grown-up who has still the enthusiasm of youth a purposeful game that develops character by practice, that trains for Citizenship — through experience in the out-of-doors."—Handbook for Scoutmasters.

To a member of the Organization Committee, Scouting is a federation of a number of well organized, smooth running and efficiently operated Scout Units. The Committee's primary responsibility is to insure the permanency of these Units by proper organization.

In this respect, the Committee has learned from experience that any method for Organizing new Units must include certain fundamental essentials.

To incorporate these essentials into a method of Organization, the following steps have been adopted:

First Step—*Official adoption of Scouting Program by Institution.*

Second Step—*Orientation Meeting—adults only, including parents, prospective leaders and Committee.*

Third Step—*Selection of Troop Committee by Institution.*

Fourth Step—*Selection of Scout Leader by Committee.*

Note: In the organization of a Cub Pack there is an additional gathering of Den Mothers, Pack Leaders and the Pack meeting between the fourth and fifth steps. This is a Committee.

Fifth Step—*Meeting with boys.*

Sixth Step—*Charter Presentation.*

Although the foregoing steps represent the manner in which a Unit should be organized, they do not indicate all the essentials. In order to budget the essentials between the various steps and to have a guide toward a successful completion of each part of a Unit, the following supplementary suggestions are given.

First Step—*Official Adoption of the Program by the Governing Group or Individual of the Institution.*

This means the adoption of the Scouting Program with a correct understanding on the part of the Governing Group, the following information should be given.

1. Careful selection of a five-man Committee.
2. Necessity for regular and adequate meeting facilities.
3. Responsibility for renewing charter.
4. Providing ways and means for Scouting to serve Institution.
5. Plans for future use of group Scouting.
6. Financial set-up of Council and Unit — explaining Unit Financing policy and Budget Plan.

Second Step—*Scouting Orientation Meeting for Institution.*

Purpose of this meeting is to acquaint a representative group of parents and members of the Institution (no boys) with:

1. Fundamental principles of Scouting.
2. Long span program of Scouting with the Troop being the initial step. Emphasize the importance of tenure.
3. Set-up of a Troop.
4. Parents' responsibility such as:
 - a. Their expression of an active interest in the program for the benefit of their sons.
 - b. Their help in trying to encourage the carry-over of Scouting principles into the home.
 - c. Acceptance of the fact that their sons join for a period of years.
 - d. Recognition that all things of value mean sacrifice. Conflicts between parents' personal pleasures may interfere with boys' loyalty to Troop.
 - e. Explanation of financial set-up of a Council and a Troop. Explain Troop financing policy and budget plan.
 - f. Necessity of carefully selecting a leader.

Determining the successful completion of such a meeting both from the standpoint of attendance and number of meetings will be left to the judgment of each Chairman of Organization. It must be recognized, however, that the future success of the unit is in direct proportion to the degree of success with this meeting.

Third Step—Unit Committee meeting with Head of Institution, Organization man and Commissioner to:

1. Outline duties
2. Review fundamentals of Scouting and the group plan.
3. Select a Scoutleader and Assistant who will be loyal to Institution. This should be guided very carefully with emphasis on the right type of man.
4. Explanation of Budget Plan.
5. Acceptance of Camping responsibility for the Unit.
(backyard camping for Cubs)

Fourth Step—Recruiting of a Leader.

After careful consideration, the Committee should list four or five of the best possible men to be asked to serve as Leader. The Committee should then approach them in order of preference. It is well to select men who are members of the sponsoring institution or group — the Council will help train the man secured.

Note: Here in the Organization of a Cub Pack, Den Mothers, Pack Leaders and the Pack Committee come together to:

1. Outline the fundamental operating details of the Pack and the Dens
 - a. Pack Meeting Programs
 - b. Den Meeting Programs
2. To discuss the responsibilities of
 - a. Cubmaster
 - b. Den Mothers
 - c. Pack Committee
 - d. Den Chiefs
3. To examine program material
4. To arrange for the Cubmaster to attend the next District Training course for Cubmasters.

Fifth Step—Meeting of small group of boys to:

1. Instruct in Tenderfoot Rank.
2. Start Patrol System.
3. Begin Budget Plan.

Sixth Step—Charter Presentation.

REFERENCES

- Advancement (Local Council Manual).
Adventuring for Senior Scouts.
Air Scout Manual.
American Red Cross First Aid Text Book.
Boy Scout Handbook.
Camping and Activities (Local Council Manual).
Camping Manual for Troop Scouters.
Chicago Council Organization and Extension Kit.
Commissioner Service (Local Council Manual).
Constitution and By-Laws of the Boy Scouts of America.
Cubmaster's Packbook.
Den Mother's Denbook.
District Operation (Local Council Manual).
Finance (Local Council Manual).
Guidebook for Course Leaders — Scoutmasters' Training Course.
Guidebook for Course Leaders — Skippers' Training Course.
Handbook for Patrol Leaders.
Handbook for Scoutmasters.
Handbook for Skippers.
Health and Safety (Local Council Manual).
History of the Boy Scouts of America.
Leadership Training (Local Council Manual).
Organization and Extension (Local Council Manual).
Pamphlets
 A Scout is Reverent Kickoff of a Scout Troop
 Dividends of Scouting The Boy Scouts and My Boy
 Fourteen Reasons Why The Whole Scout Family
 It's Fun to be a Scout Your Committee
 Your Opportunity as a Merit Badge Counselor
Sea Scout Manual.
Standard Local Council Constitution and By-Laws.
The How Book of Scouting.
The Rally Book.

*Some of these and many other books can be obtained
through the Circulating Library operated by the
Chicago Council, Boy Scouts of America.*

